

## 2.0 Roles and Responsibilities

A key element to the strength and continued growth of Virginia's aviation system is the partnering between the Virginia Aviation Board, Virginia Department of Aviation, Federal Aviation Administration, and airport sponsors. Each has roles and responsibilities that support individual airports and the statewide air transportation system.

### 2.1 Virginia Aviation Board

The Virginia Aviation Board (VAB) establishes financial assistance programs and allocates funds for capital improvement projects. The VAB sets policies to guide the funding programs and to promote and develop safe aviation practices and operations in Virginia. The VAB hears airport sponsor and citizen concerns on matters pertaining to aviation and acts as a liaison to the department in an effort to be responsive to local jurisdictions, users of the system, and citizens. Airport sponsors are encouraged to maintain regular contact with their representative VAB members, keeping them aware of issues affecting the planned development of their airports. The duties and responsibilities of the VAB are set in *Code of Virginia* §5.1-2.1 et seq.

### 2.2 Virginia Department of Aviation

The Virginia Department of Aviation (DOAV) provides financial and technical assistance to eligible airport sponsors for the planning, development, promotion, construction, and operation of airports and aviation facilities. DOAV also administers applicable provisions of the *Code of Virginia*, plans for the development of the state aviation system, licenses airports and aircraft, and promotes aviation activities within the state. The duties and responsibilities of DOAV are set in *Code of Virginia* §5.1-1.1 et seq.

### 2.3 Federal Aviation Administration

The Federal Aviation Administration (FAA) provides financial and technical assistance to eligible airport sponsors for the planning, design, and construction of airports and aviation facilities. FAA also sets design and operation standards for airports.

### 2.4 Virginia Airport Sponsors

Airport sponsors have many responsibilities for their airports, ranging from long-term development planning to daily maintenance and operation activities. Key responsibilities for sponsors include the completion and submission to DOAV of an *Annual Based Aircraft Survey*, an *Annual Certification of Financial Responsibility*, and

48 a six-year Airport Capital Improvement Plan. In addition, sponsors should work with  
49 local planning offices and jurisdictional decision makers to develop and enforce land  
50 use plans and airport overlay zones that support compatible land use around  
51 airports. Sponsors also need to submit leases of airport land for DOAV's approval  
52 prior to the execution of the lease in accordance with *Code of Virginia* §5.1-40.  
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#### 54 2.4.1 Annual Based Aircraft Survey

55 Public-use airport sponsors are required to submit an *Annual Based Aircraft Survey*  
56 to DOAV in accordance with *Virginia Aviation Regulations* 24 VAC 5-20-350. The  
57 survey is designed to record a physical count of based aircraft on an annual basis  
58 and to assist DOAV with its process of properly planning for and licensing all Virginia-  
59 based aircraft. The survey consists of a census of aircraft owners and aircraft and an  
60 itemized summary of aircraft listed by class; both sections must be completed.  
61 Surveys are due to DOAV no later than January 31 of each year.  
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#### 63 2.4.2 Annual Certification of Financial Responsibility

64 Each year a sponsor must certify to DOAV that the sponsor has adequate liability  
65 insurance or other means of financial responsibility to satisfy the minimum dollar  
66 amount required by *Code of Virginia* §5.1-88.7 et seq. The *Annual Certification of*  
67 *Financial Responsibility* form is due to DOAV no later than January 31 of each year.  
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#### 69 2.4.3 Six-Year Airport Capital Improvement Plan

70 A six-year Airport Capital Improvement Plan (ACIP) identifies and prioritizes projects  
71 for an airport. This plan is vital to securing project funding, whether it is federal,  
72 state, or local funding. These plans are usually submitted to DOAV prior to the  
73 beginning of each fiscal year. Additional information on six-year ACIPs is provided in  
74 Chapter 6 Airport Capital Program.